



# STATIONARY SOURCES

**COLORADO AIR POLLUTION CONTROL DIVISION WORKPLAN SPREADSHEET**  
**FY 2002 WORKPLAN ACTIVITIES: Stationary Sources 3.0**

	Activities / Output	Due Dates	PPA	Progress
3.0	<b>STATIONARY SOURCES PROGRAM</b>			
3.1	Protect Public Health and Aesthetic Values through Issuance of Construction Permits			
3.1.1	NSR-Chargeable Time: Chargeable time spent on initial approval applications. Includes transfer of ownership and modifications for all requests (initial or final). Includes permit review time and pre-application meetings. Report required information to EPA per PPA.			
	Output:			
	➤ 500 permits issued; minor initial approval permits	6/30/02		
	➤ 200 synthetic minor permits	6/30/02		
	5 PSD permits issued	6/30/02		
	➤ 2 major source nonattainment permits	6/30/02		
	➤ 225 permits modified, initial and final approval	6/30/02		
	➤ 150 permits transferred	6/30/02		
	➤ 4 miscellaneous permits processed (early reduction, ERC)	6/30/02		
	Assignment of 1800 new permit applications	6/30/02		
	Letters to all applicants noting processing status	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
<b>3.1.2</b>	NSR (Non-chargeable) time: Non-chargeable time spent on reviewing exempt permit applications, logging and tracking permits, speaking with the public by phone and in person, and reading technical journals. Also, non-chargeable time spent reviewing, updating, and standardizing construction permit conditions.			
<b>3.1.2.1</b>	Construction Permit Exempt/APEN Time: Non-chargeable time spent processing exempt permit applications and cancellations			
	Output:			
	➤ 400 exempt applications reviewed	6/30/02		
	➤ 200 permit/APEN cancellations processed (by CP)	6/30/02		
<b>3.1.2.2</b>	Construction Permit Telephone information Given: Non-chargeable time spent logging and tracking permits and speaking with the public by phone and in person			
	Output:			
	➤ Logging and tracking of permit, exemptions and cancellations	Ongoing		
	➤ Telephone and in-person inquiries answered	Ongoing		
<b>3.1.2.3</b>	Construction Permit Tech/Reg. Information			
	Output:			
	➤ Technical journals/information reviewed	Ongoing		
	➤ Maintain technical information library	Ongoing		
	Develop staff expertise on MACT standards	Ongoing		
<b>3.1.3</b>	NSR/Final Approvals: Process Final Approval Permits as Necessary			
	Output:			

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	➤ 400 final approval permits processed (non-Title V)	6/30/02		
<b>3.1.4</b>	Develop Computer Analysis for NSR Source Categories - Construction Permit Staff			
	Output:			
	➤ Develop new categories of sources as necessary (none currently planned for '02)	Ongoing		
	➤ Review and improve existing programs Hot mix asphalt plants Oil & gas flash emissions	Ongoing		
	➤ Construction permit standard condition review, revisions	Ongoing		
	➤ Modify templates to work both on network and a stand alone basis if possible	6/30/02		
<b>3.1.5</b>	Participate in SSP Data Systems			
	Output:			
	➤ Modify and update CP tracking system as necessary	Ongoing		
<b>3.1.6</b>	Form and Home Page Revision: Update and revise permit forms which include application form, APEN, Fugitive Dust APEN, and Notice-to Applicant package. Review and revise other specialized permit forms and information available on the internet, as necessary			
	Output:			
	➤ Review and revise construction permit forms as needed Update for new fees	6/30/02		
	➤ Update Construction Permit Unit home page as necessary Post public notices on web site	6/30/02		
<b>3.1.7</b>	C.P. Program Development: Develop/revise Program Guidance and Procedures			

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	Activities / Output	Due Dates	PPA	Progress
	Output:			
	➤ Incorporate P2 into CP program permits, forms, home page, etc. as necessary	6/30/02		
	➤ Stay informed of new and revised EPA rules	Ongoing		
	Regulation review - Regulation 3, common provisions	Ongoing		
	➤ NSR procedures - update, revise and issue permit processing memos	6/30/02		
3.1.8	General Permit Development: Provide assistance/review general permits developed by regulation development			
	Output:			
	➤ Review, comment and provide assistance in general permit development	6/30/02		
3.1.9	Permit Streamlining			
	Output:			
	➤ Participate in department review of construction permit procedures as necessary	6/30/02		
3.2	Protect Public Health by Minimizing Emissions from Major Industrial Facilities through Issuance of Operating Permits - Operating Permit Staff			
3.2.1	Operating Permit ChargeableTime: Chargeable time spent on reviewing Operating Permit applications; includes permit review time and pre-application meetings			
	Output:			
	➤ 55 permits issued	6/30/02		

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	Activities / Output	Due Dates	PPA	Progress
	<u>Participate in public hearings as necessary</u>			
	➤ Revise/reopen Operating Permits	6/30/02		
	➤ Prepare AIRS data entry forms and forward to Inventory Group	6/30/02		
<b>3.2.2</b>	Operating Permit Non-chargeable Time: Non-chargeable time spent giving information to the public, industry, locals and management			
	Output:			
	➤ Information given by phone and in person to public, industry, locals and consultants	Ongoing		
	Give information, prepare reports for Department/Division staff and management	Ongoing		
<b>3.2.3</b>	Operating Permit Read/Review Information			
	Output:			
	➤ Review EPA and internal guidance	Ongoing		
	➤ Review technical information and journals	Ongoing		
	➤ Review EPA TTN information	Ongoing		
	➤ Review proposed APCD Reg. Revisions	Ongoing		
	➤ Review Department/Division policies and guidance	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
3.2.4	Develop Operating Permit (OP) Program: Develop OP Program following EPA guidance with input from industry and other affected parties; attend meetings, form development, implementation agreement, source identification, and other miscellaneous tasks as necessary			
	Output:			
	➤ Modify Program procedures, policies, permit conditions in response to revised Part 70	Dependent on EPA action		
	➤ Modify permit language, procedures, policy conditions in response to CAM and ACE Rule	Ongoing		
	Develop internal program implementation guidance as necessary	Ongoing		
	➤ Revise periodic monitoring guidance as necessary	Ongoing		
	➤ Develop boilerplate permit conditions as practical	Ongoing		
	➤ Revise/develop forms as necessary	Ongoing		
3.2.5	Operating Permit Data Management			
	Output:			
	➤ Develop/modify in-house OP programs as necessary	Ongoing		
	➤ Provide files for posting/updating on OP website	Ongoing		
3.2.6	Participate in External Groups: OP Unit			
	Output:			
	➤ STAPPA activities			
	- Conference calls	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
		Ongoing		
	<ul style="list-style-type: none"> <li>➤ WESTAR Stationary Source Technical Committee <ul style="list-style-type: none"> <li>- Conference calls</li> <li>- Organize/participate in workshops</li> </ul> </li> </ul>	Ongoing		Ongoing
<b>3.2.7</b>	Process Open Burning Permit Applications and Agreements			
	Output:			
	<ul style="list-style-type: none"> <li>➤ 50 permits processed</li> </ul>	6/30/02		
<b>3.3</b>	<b>Reduce Environmental Impacts and Protect Public Health Through Operation of the Small business Assistance Program (SBAP)</b>			
<b>3.3.1</b>	Update small businesses/SBAP contract			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Develop Customer Relations Management Plan: work w/SBO, small businesses regarding business sector approaches to environmental regulation</li> </ul>	9/30/02		
	<ul style="list-style-type: none"> <li>➤ SBAP Technical Advisory Committee: monthly meetings</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Develop final report of SBAP project for EPA</li> </ul>	9/30/02		
	<ul style="list-style-type: none"> <li>➤ Conduct final survey</li> </ul>	Ongoing		
<b>3.3.1.1</b>	Networking with SBAP Contract Contacts			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Contact and conduct SBAP trainings for SBDC's as requested</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Contact and conduct SBAP trainings for local P2 programs as requested</li> </ul>	Ongoing		



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	Activities / Output	Due Dates	PPA	Progress
	<ul style="list-style-type: none"> <li>➤ Draft two articles for trade association newsletter or other distributed materials to market program</li> </ul>	9/30/02		
	<ul style="list-style-type: none"> <li>➤ Identify sources not in program and market participation</li> </ul>	Ongoing		
3.3.1.2	Industry Workshops			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Present lectures, workshops to outside customers as requested</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Provide report within 5 days of every workshop, lecture, detailing: Audience, subject and content, # of attendees, evaluation survey forms to be completed after every presentation (to be determined based on new rules, compliance issues or at the request of customer)</li> </ul>	6/30/02		
3.3.2	Compliance Advisory Panel (CAP) Report and Activities			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Weekly activity reports</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Program report to AQCC as requested</li> </ul>	6/30/02		
3.3.3	Participate in SSP Improvement Plan			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Develop specialized forms for small business, business categories as necessary (based on industry requests, new rules, innovation)</li> </ul>	6/30/02		
	<ul style="list-style-type: none"> <li>➤ Participate in web site update</li> </ul>	Ongoing		
3.3.4	Local Agency Outreach			

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	<b>Activities / Output</b>	<b>Due Dates</b>	<b>PPA</b>	<b>Progress</b>
	<ul style="list-style-type: none"> <li>➤ Provide outreach to local agencies, coordinate site visits to avoid overlap with local agency inspection</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Training as requested</li> </ul>	Ongoing		
<b>3.3.5</b>	<b>Site Visits and Technical Assistance Reviews</b>			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Process inspection referrals to SBAP in lieu of enforcement; provide enforcement supervisor with status of each referral on ongoing basis, provide quarterly report to enforcement and unit supervisor</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Conduct minimum of 30 non-Compass related site visits/month</li> </ul>	6/30/02		
	<ul style="list-style-type: none"> <li>➤ Notify sources/work with SBO to notify sources of new rules impacting Colorado</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Provide telephone assistance as requested</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Maintain and provide to unit supervisor weekly site visit and telephone assistance tracking logs</li> </ul>	Ongoing		
<b>3.3.5.1</b>	<b>Compass Project Participation</b>			
	Output:			
	<ul style="list-style-type: none"> <li>➤ Conduct baseline multimedia/P2 environmental assessments of the 44 participating asphalt facilities</li> </ul>	3/31/02		
	<ul style="list-style-type: none"> <li>➤ Provide training, P2, and compliance assistance to Compass asphalt facilities, others as necessary</li> </ul>	Ongoing		
	<ul style="list-style-type: none"> <li>➤ Participate in asphalt sector EMS development, obtain EMS audit training, provide EMS audits to asphalt facilities</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ Conduct exit environmental assessment on Compass asphalt facilities</li> </ul>			

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	Activities / Output	Due Dates	PPA	Progress
<b>3.4</b>	<b>Regulation and Compliance Support</b>			
<b>3.4.1</b>	<b>Participate in Pollution Prevention Activities</b>			
	Output:			
	➤ Serve as resource for APCD	6/30/02		
	➤ Provide the Pollution Prevention Advisory Board (PPAB) the opportunity to review new rules for P2 opportunities	As needed		
	➤ Represent APCD on cross-media P2 team	6/30/02		
	➤ Work with cross-media P2 team to identify cross-media transfer of pollution	As needed		
	➤ Evaluate and draft proposed methods to incorporate P2 into regulatory structure	6/30/02		
	Maintain P2 library; place P2 information on web page	6/30/02		
	➤ Provide P2 cost accounting and tracking system to Compass Project staff, other media, P2 staff	6/30/02		
<b>3.4.2</b>	<b>Rule Outreach – Internal and External</b>			
	Output:			
	➤ Develop fact sheets for internal/external use and briefing sessions	As needed		
	➤ Industry training as requested or as needed	As needed		
<b>3.4.2.1</b>	<b>Provide Support to Enforcement Unit</b>			
	Output:			
	➤ Research/interpret regulations	Ongoing		